

From: Barnes, Walter@CIRM
Sent: Tuesday, September 20, 2005 1:58 PM
Subject: FW: Mileage Reimbursement Rate Increase

Attached is memo that revises the UC mileage rate for travel in personal vehicles from \$.405/mile to \$.485/mile (for relocation to accept work with CIRM the rate increases from \$.15/mile to \$.22/mile). This increase became effective for trips that began on September 1, 2005 or later. All ICOC members and CIRM staff and non-ICOC members of workgroups may claim the higher mileage rate effective the same date in accordance with the travel policies adopted by the ICOC on 4/7/2005.

The new rate is in response to the recent higher gas prices. It will be in effect though December 31, 2005 at which time the UC may either raise or lower it. As noted in the memo the UC mileage rate is tied to the rates allowed by the Internal Revenue Service.

Melissa: Can you make sure that all ICOC members, authorized representatives and their staff that assist with travel claims get this information now.

For those of you that work with work groups, please make sure that the travel instructions for non-ICOC members are revised to allow the higher rate for their travel too.

I will be following this up with a memo but wanted to get this information out ASAP.

Call me if you have any questions.

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-----Original Message-----

Date: Tue, 13 Sep 2005 18:37:28 -0700
To: bfs_users@listlink.berkeley.edu
From: bfsbairs@uclink.berkeley.edu
Subject: [BFS] IRS Mileage Reimbursement Rate Increase
Sender: owner-bfs_users@lists.berkeley.edu

This message is from the BFS User Mailing List

IRS Mileage Reimbursement Rate
Increase

TO: All UC Berkeley Travelers, Travel Arrangers, Travel Reimbursement Preparers and Reviewers

In response to the recent dramatic increase in gas prices, the IRS has announced that the standard reimbursement rates per mile for expenses incurred in connection with the use of a private automobile have been increased, effective September 1, 2005. The increase is from 40.5

cents a mile to 48.5 cents a mile. The standard reimbursement rate for driving or shipping an automobile in connection with a move or relocation will increase from 15 cents a mile to 22 cents a mile.

Although the IRS normally updates the mileage rates once a year in the fall for the next calendar year, the IRS made this special adjustment for the final months of 2005 in recognition of recent gas price increases. The IRS will delay setting the 2006 rates until closer to January, 2006.

As this was just communicated to the campus yesterday, the Travel System currently does not have the updated rates loaded. The Travel and Entertainment Unit will advise the campus when the system is updated.

If you have any questions, please call the Travel and Entertainment Unit at 643-5652 or email us at travel@berkeley.edu.